



Assessment Notes...

From the Standards and Assessment Division

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California High School Exit Examination (CAHSEE)

CAHSEE Remediation Guide Distributed to Districts/Counties

This month, copies of *Promoting Student Success: CAHSEE Remediation Guide for Districts/Schools* were distributed to district testing coordinators in districts with grades 7 through 12 and in county offices of education. Additionally, the guide will be available on the CAHSEE Web site in early January 2003.

The guide was developed to assist school staff responsible for providing supplemental instruction to students who are at risk of not passing or have not passed both portions of the CAHSEE. It includes a suggested process for developing a systematic approach to long-term change and is designed as a training model for districts to use with site leadership teams. It also contains:

- the most recent CAHSEE facts, approved CAHSEE testing dates, and legal requirements for remediation
- the accommodations and modifications matrix for all statewide testing, adopted by the State Board of Education in November 2002
- a sample site action plan and strategies for addressing three levels of remediation
- updated CAHSEE overview presentation masters

CAHSEE Study Guide Scheduled for Spring 2003

A CAHSEE study guide for students and their parents or guardians is being developed at this time. Copies of the study guide will be sent to district offices in late spring 2003 for distribution to all tenth graders who do not pass one or both parts of the exam. This study guide will provide information for the preparation of students to take the CAHSEE, including study and test-taking tips. It also will have a variety of released CAHSEE items to help students and parents understand the knowledge and skills necessary to successfully demonstrate achievement of the academic content standards assessed on the exam.

Non-graduating Seniors in Class of 2003 Not Required to Take CAHSEE

Current twelfth graders, who are likely to be deficient in credits and not able to graduate with the class of 2003, are not required to take the CAHSEE.

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This publication is designed to assist county, district, and school personnel who are responsible for state testing programs. This publication is produced by:

**Standards and Assessment Division
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As indicated in the *Standards and Assessment Update of March 18, 2002*, “the Legal Office of the California Department of Education (CDE) has reviewed the statute that governs the CAHSEE and related Education Code sections (in particular Section 60850(e) regarding adequate notice) and issued the following conclusion:

‘We conclude that, with respect to pupils graduating in the 2003–2004 school year, the CAHSEE requirement applies only to those pupils who received notice of the test at the commencement of grade 9 and each year, thereafter, or who took the CAHSEE in tenth grade.’

This means that students currently enrolled in grade 12 are not affected by the CAHSEE requirement, even if they do not have sufficient credits to graduate prior to the 2003–2004 school year. According to Education Code Section 37200, “The school year begins on the first day of July and ends on the last day of June.”

Adult students and Transfer students

Education Code Section 60850(e) states that a transfer student is to receive the “adequate notice” at the time the student transfers. Adult students are not specifically referred to in this statute, but they also should receive notice of the CAHSEE requirement at the time of enrollment in an adult school program, regardless of age. All adult school students will need to pass the CAHSEE in order to receive a high school diploma, beginning in the 2003–04 academic school year (July 1–June 30).

Six CAHSEE Administration Workshops Scheduled in January 2003

Educational Testing Service (ETS) and the CDE will be conducting six training workshops for CAHSEE testing coordinators in January 2003. Workshop participation is

limited to teams of two from a district, including the district testing coordinator and one other local person responsible for overseeing the administration of the CAHSEE.

Below are the cities and dates for the workshops:

- Sacramento — Wednesday, January 22
- Walnut Creek — Thursday, January 23
- Fresno — Tuesday, January 28
- San Diego — Wednesday, January 29
- Costa Mesa — Thursday, January 30
- Burbank — Friday, January 31

For information about the exact locations or to register online, refer to the registration form at www.ets.org/cahsee. District personnel interested in attending should register as soon as possible; attendance is limited to approximately 150 participants per workshop. For more information about the workshops, contact ETS CAHSEE Support at 1-800-241-5687.

CAHSEE Security and Testing Issues

Some schools have expressed concern about being able to find sufficient classrooms or other facilities to test all eligible students for the spring administration, particularly in March. CDE would be interested in hearing school's concerns about providing sufficient space for students to test this spring as well as any creative ways schools have found to solve this problem. Please e-mail us at cahsee@cde.ca.gov.

We have been asked by a few school districts if they can offer the CAHSEE twice on each designated day. (e.g., administering the mathematics portion in the morning to tenth graders and administering the mathematics portion again in the afternoon to eleventh graders). CDE is unable to authorize this type of testing schedule. Guidelines for administering CAHSEE are designed to maintain security of the test resulting in valid scores for test takers. Under this proposal, students in the first administration could provide test questions and other information to the second group of students. Should this occur, it would be necessary to invalidate the scores of students affected.

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As a reminder, the CAHSEE is a high-stake, secure examination because students must pass the test to get a high school diploma. There are several state regulations regarding the security of the CAHSEE:

- Sections 1209 and 1210 describe the responsibilities of the CAHSEE school district and school site coordinators.
- Section 1211 describes maintaining the security of the test materials.
- Section 1211.5 contains the test security agreement signed by the district test coordinator and the test security affidavit signed by all persons having access to and administering the CAHSEE.
- Section 1220(a) states that “Any pupil or adult student found by the school district or its agents to have cheated or assisted others in cheating, or to have compromised the security of the examination shall have his or her test marked as “invalid” and the pupil or adult student shall not receive a score from that test administration.”
- Section 1220(b) states that “The school district shall notify each eligible pupil or adult student prior to each administration of the examination of the provision of subdivision(a).”

All of these regulations stress the importance of keeping the test materials secure before, during, and after the administration. As such, the materials must be secure while students are testing and during the collection of the test materials and their return to the district office. It also is important that all **unused** test materials are returned to the district office. The district is to return all secure materials to the test contractor. The school site coordinators’ manual for the CAHSEE states that all schools should begin testing each day between 8 a.m. and 10 a.m. in order to maintain security statewide.

All relevant regulations are found at Title 5, CCR, Section 1200, et. seq., and can be viewed on the CAHSEE Web site at <http://www.cde.ca.gov/statetests/cahsee>.

For More Information...

For more information about the CAHSEE or other state assessments, contact the Standards and Assessment Division of the California Department of Education at (916) 445-9449 (phone), at (916) 319-0969 (fax), at CAHSEE@cde.ca.gov (e-mail), or at <http://www.cde.ca.gov/statetests> (Internet). Your questions will be directed to the appropriate person.